

## **NOTICE OF PUBLIC MEETING**

Notice posted on Thursday, June 6, 2013 at the Natchitoches Arts Center located at 716 Second Street, Natchitoches, Louisiana at 3:00 p.m. and at City Hall located at 700 Second Street, Natchitoches, Louisiana at 3:30 p.m. on Thursday, June 6, 2013.

A public meeting will be held on June 10, 2013 for the purpose of Adopting the Millage Rate for the Tax Year 2013.

### **TAXING DISTRICT: CITY OF NATCHITOCHES**

### **NATCHITOCHES CITY COUNCIL**

**DATE OF MEETING:**

**June 10, 2013**

**TIME:**

**5:30 P.M.**

**PLACE OF MEETING :**

**Natchitoches Arts Center  
716 Second Street  
Natchitoches, LA 71457**

**CONTACT PERSON: MAYOR LEE POSEY (318) 352-2772**

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### **PUBLIC HEARING**

**City of Natchitoches, Louisiana**

The City of Natchitoches will hold a public hearing at 5:00 PM on June 10, 2013, at the Natchitoches Arts Center, 716 Second Street. The purpose of the meeting is to obtain views on the housing and community development needs of the City and to discuss the submission of an application for funding under the State of Louisiana FY 2014/2015 Community Development Block Grant (LCDBG) Program.

Those citizens unable to attend this hearing may submit their views and proposals until June 25, 2013 in writing to: Mayor Lee Posey, City of Natchitoches, P.O. Box 37, Natchitoches, LA 71457.

Natchitoches City Council will have a pre-council meeting beginning at 5:00 p.m. and ending at 5:30 p.m. to discuss non-agenda items. The City Council meeting will begin promptly at 5:30 p.m. on the second and fourth Monday of each month and will be reserved to only items on the Agenda. The public is invited to both the pre-council meetings and council meetings with the understanding that items not on the agenda will not be discussed at the scheduled council meetings, but the public is welcome to discuss any topic at the pre-council meetings. The City Council Meetings are held at the Natchitoches Arts Center located at 716 Second Street, Natchitoches, Louisiana.

## **NATCHITOCHES CITY COUNCIL MEETING**

**JUNE 10, 2013**

**5:30 P.M.**

### **A G E N D A**

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **READING AND APPROVAL OF THE MINUTES OF MAY 28, 2013**

**REQUEST FOR PUBLIC COMMENT ON ORDINANCE NO. 025 ADOPTING  
THE MILLAGE RATE FOR THE TAX YEAR 2013**

5. **ORDINANCE – FINAL:**  
**#025 Mims Ordinance Adopting The Millage Rate For The Tax Year 2013**

6. **ORDINANCES – INTRODUCTION:**

**#026 Payne** Ordinance Declaring Certain Buildings Unsafe And Recommending That Same Be Demolished Or Put Into Repair To Comply With The Building Code, Authorizing Notice To Be Serviced, Fixing Hearing Date And Appointing Curator To Represent Absentees

**#027 Nielsen** Ordinance Authorizing The Mayor Of The City Of Natchitoches To Award The Bid For The Water System Improvements Grand Ecore Elevated Tank Repainting (**Bid No. 0537**)

7. **PLANNING & ZONING – INTRODUCTION:**

**#028 Payne** Ordinance Amending Ordinance No. 64 Of 2001 By Changing Zoning Classification Of Property Described As Follows:  
Lot West Side Williams Ave., Having Front of 218.39 Feet, Bound North By City Property & South By Dowden from R-1 to R-1  
Special Exception to operate a Bed & Breakfast.  
(**630 Williams Ave.**)

8. **RESOLUTIONS:**

**#026 Stamey** Resolution Fixing The Time, Day, Date And Place Of Regular Meetings Of The City Council Of The City Of Natchitoches For The Next Twelve Months

**#027 Morrow** Resolution Establishing Meeting Times And Places Of: Natchitoches Planning Commission, Historic District Commission, Airport Advisory Commission, and Waterworks District No.1

**#028 Mims** Resolution Appointing Stacy McQueary As Clerk Of The Council For The City Of Natchitoches

**#029 Payne** Resolution Appointing The Auditor For The City Of Natchitoches

**#030 Nielsen** Resolution Appointing The Fiscal Year Agent For The City Of Natchitoches

**#031 Stamey** Resolution Designating The Natchitoches Times As The Official Legal Journal For The City Of Natchitoches For The Next Twelve Months

**#032 Morrow** Resolution Appointing Members To The City Planning Commission For The City Of Natchitoches

**#033 Payne** Resolution Appointing Members To The Natchitoches Historic District Commission For The City Of Natchitoches

**#034 Nielsen** Resolution To Adopt The Louisiana Community Development Block Grant (LCDBG) Procurement Policy For The FY 2014-2015

**#035 Mims** Resolution Authorizing Mayor Lee Posey To Adopt A Citizen Participation Plan/Citizen Complaint Procedure And Appoint A Citizen Complaint Officer For Compliance With The LCDBG Program

- #036 Stamey** Resolution Authorizing Mayor Lee Posey To Proceed With The Development Of The LCDBG Application Taking Into Consideration Views And Proposals Submitted By Citizens That Attended The Public Hearing As Well As Those That Were Unable To Attend And Views Of The Governing Body
- #037 Mims** Resolution Authorizing Mayor Lee Posey To Proceed With The Procurement And Selection Of Professional Services For Assisting In Development Of The LCDBG Application And Implementation Of The Project
- #038 Morrow** Resolution Appointing Roger Williams As A Member Of The Natchitoches Fire And Police Civil Service Board

9. **ADJOURNMENT:**

**NOTICE TO THE PUBLIC**

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office at (318) 352-2772 describing the assistance that is necessary.  
If you wish to address the Council, please complete the "Request to Address City Council" form located on the entrance table.

**PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF NATCHITOCHES, STATE OF LOUISIANA,  
REGULAR MEETING HELD ON  
MONDAY, JUNE 10, 2013 AT 5:30 P.M.**

The City Council of the City of Natchitoches met in legal and regular session at the Natchitoches Arts Center, 716 Second Street, Natchitoches, Louisiana on Monday, June 10, 2013 at 5:30 p.m.

There were present:

Mayor Lee Posey  
Councilman At Large Don Mims, Jr.  
Councilmen David Stamey, Dale Nielsen,  
Councilman Larry Payne  
Councilwoman Sylvia Morrow

Guests:           None

Absent:           None

Mayor Lee Posey called the meeting to order and welcomed everyone for coming. Chief Micky Dove was asked to lead the invocation and Ms. Morrow was asked to lead the pledge of allegiance.

Mayor Posey then called for the reading and approval of the minutes for the May 28, 2013 meeting. Mr. Mims moved that we dispense with the reading of the minutes and approval of same. Seconded by Mr. Stamey. The roll call vote was as follows:

**Ayes:           Payne, Nielsen, Mims, Stamey, Morrow**  
**Nays:           None**  
**Absent:         None**

The following Ordinance was Introduced by Mr. Mims and Seconded by Ms. Morrow as follows, to-wit:

**ORDINANCE NO. 025 OF 2013**

**AN ORDINANCE ADOPTING THE  
MILLAGE RATE FOR THE TAX YEAR 2013**

**BE IT ORDAINED**, that the following millage(s) are hereby levied on the 2013 tax roll on all property subject to taxation by the City of Natchitoches:

**MILLAGE**

<b>Public Safety Tax</b>	<b>10.0 mills</b>
<b>General Alimony Tax</b>	<b><u>7.03</u> mills</b>
<b>TOTAL MILLAGE</b>	<b>17.03 mills</b>

**BE IT FURTHER ORDAINED** that the proper administrative officials of the Parish of Natchitoches, Louisiana, State of Louisiana, be and they are hereby empowered, authorized and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the Year 2013, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

**BE IT FURTHER ORDAINED**, that cognizance is taken by the City Council that this Ordinance was introduced on the 28<sup>th</sup> day of May, 2013 and published in the Natchitoches Times on June 1, 2013.

**BE IT FURTHER ORDAINED** that the foregoing Ordinance was read in full, the roll was called on the adoption thereof, and the Ordinance was adopted by the following votes.

The above Ordinance having been duly advertised in accordance with law and public hearing had on same, was put to a vote by the Mayor and the vote was recorded as follows:

<b>AYES:</b>	<b>Stamey, Morrow, Payne, Nielsen, Mims</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Ordinance passed by a vote of 5 Ayes to 0 Nays this 10<sup>th</sup> day of June, 2013.

  
LEE POSEY, MAYOR

  
DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 11<sup>th</sup> day of June, 2013 at 10:00 A.M.

## AFFIDAVIT

STATE OF LOUISIANA  
PARISH OF NATCHITOCHES

BEFORE ME, the undersigned notary public, duly commissioned and qualified within and for the aforesaid parish and state, personally came and appeared:

Lee Posey, Mayor

who, after first being duly sworn, did depose and say that:

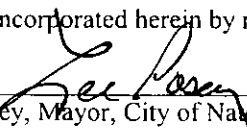
He/she is the duly authorized MAYOR of the CITY OF NATCHITOCHES.

A public meeting was held in accordance with the **Open Meetings Law** at R.S. 42:11, et seq., including allowing a public comment period before taking a vote, R.S. 42:14(D), to adopt the millage rates for the 2013 tax year. That public written notice of the **agenda**, date, time, and place of the meeting ( ☒ ) **was posted** on the building where the meetings of this taxing authority are usually held no less than 24 hours before the meeting and/or ( ☐ ) **was published** in the official journal no less than 24 hours before the meeting.

A quorum or simple majority of the total membership of the taxing authority was physically present and voting at the public meeting, which was held on the 10<sup>TH</sup> day of June, 2013, at 5:30 p.m. at 716 Second Street, Natchitoches, Louisiana 71457. The meeting was conducted in accord with the prior noticed agenda. Matters not included on the agenda were not discussed without the unanimous approval of the members present after complying with all provisions of R.S. 42:19(A)(1)(b)(ii).

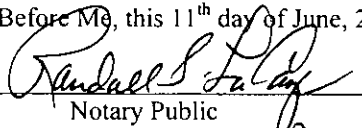
Roll Forward Occurred: Yes ( ☐ ) No ( ☒ )

Copies of all required notices and agenda are attached hereto and incorporated herein by reference.

  
\_\_\_\_\_  
Lee Posey, Mayor, City of Natchitoches  
P. O. Box 37, Natchitoches, LA 71457

Lee Posey  
\_\_\_\_\_  
(Printed name)

SWORN TO AND SUBSCRIBED Before Me, this 11<sup>th</sup> day of June, 2013, at Natchitoches, Louisiana.

  
\_\_\_\_\_  
Notary Public  
Printed or Typed Name (as commissioned): Randall S. LaCasse  
Notary ID or Bar Roll No.: 15730

[Print](#)

## Notary Search - Detail

**Name:** MS. RANDALL S. LACAZE  
**Address:** 420 FOURTH STREET  
NATCHITOCHES, LA 71457  
  
**Phone:** (318) 357-3838  
**Phone 2:** (318) 471-9974  
  
**Notary ID Number:** 15730  
**Parish:** NATCHITOCHES with authority in the following parishes:  
BIENVILLE, RED RIVER, SABINE, VERNON, WINN  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active  
  
**Commission Date:** 05/19/1980  
**Oath Date:** 06/18/1980  
**Surety Expiration Date:** 06/18/2015  
**Annual Report Current:** Yes

## Notary Events

**Suspension** From: 07/19/2012 To: 07/23/2012

Deceased, Inactivated, Leave of Absence, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)

The following Ordinance was Introduced by Mr. Payne at the Natchitoches City Council meeting held on June 10, 2013 as follows:

**ORDINANCE NO. 026 OF 2013**

**AN ORDINANCE DECLARING CERTAIN BUILDINGS UNSAFE  
AND RECOMMENDING THAT SAME BE DEMOLISHED OR PUT  
INTO REPAIR TO COMPLY WITH THE BUILDING CODE, AUTHORIZING  
NOTICE TO BE SERVICED, FIXING HEARING DATE AND APPOINTING  
CURATOR TO REPRESENT ABSENTEES**

WHEREAS, the Director of Planning & Zoning and City Building Inspector have filed written reports with the City Council declaring that the buildings listed below are in a dangerous and unsanitary condition which makes them unsafe and endangering the public welfare, and recommending that said buildings be demolished or put in repair to comply with the Building Code, to-wit:

1. Leonard Holden  
3269 Posey Rd  
Natchitoches, LA 71457

**Lot 7 Blk 1 of Pinecrest Addition (1242 Holmes St.)**

2. Verneisa T. Waldrup  
202 Miranda Loop Apt. 2  
Natchitoches, LA 71457

**Lot 17 Block 5 of Bailey Heights (1110 Grace Ave.)**

3. Ocie L. & Lee H. Johnson  
P. O. Box 422  
Natchitoches, LA 71457

**Lot 11 Blk 10 of Bailey Heights (1109 Grace Ave.)**

4. Paul D. Waldrup  
1122 Grace Ave.  
Natchitoches, LA 71457

**Lot 17 Block 5 of Bailey Heights (1122 Grace Ave.)**

5. Leslye W. Marsh  
P. O. Box 250  
Panama, OK 74951

**3 Acres – In Lot 19 Sec. 43-9-7, As Shown by Map Attached to Original  
#91561 (425 Julia St.)**

6. Rena Davis  
C/O Edmond Davis  
5301 Pate  
Houston, TX 77016

**Lot 4 Blk 7 of Ellis Dean Addition (1019 Allen St.)**

7. Sammie B. Leon, Etal  
616 Rowena St.  
Natchitoches, LA 71457

**Lot on North Side of Rowena St. Having 262.1 Feet Front by Depth of 123.1  
Feet Being a Portion of Lots 19, 20, 21, 22, 23 & 24 Blk F of Natchitoches  
Height (602 Rowena St.)**



Mr. Paul Waldrup addressed the Council in reference to the demolition of his two properties, 1110 Grace Avenue and 1122 Grace Avenue. He stated he has picked up the application for the property at 1110 Grace Avenue to be demolished, but would like to make repairs to the property at 1122 Grace Avenue to the satisfaction of the public. He then stated Planning and Zoning came out to the property and removed belongings from his property along with destroying the landscape without notice and would like to address this issue too.

The Mayor directed to Mrs. Fowler a certain procedure must be followed before anything is done, is that correct?

Mrs. Fowler stated absolutely and she is surprised at what Mr. Waldrup is saying when she has had many conversations with him not only within the last 30 days, but over the last 2 – 3 years. She has a file relating to notices, pictures taken, and requests to clean up the property over the years and he has had plenty of time to respond. The City's Public Works crew did go in with the appropriate equipment to remove the debris and materials from the property. Her job is to write letters repeatedly and try to get the attention of the property owners to clean up the property. The City Attorney sent notices as well to take charge and none was taken. Mrs. Fowler stated, the law requires me to send a certified letter, have you receive it, and move forward from there. The residences address is found through the Tax Assessors records and this is the address we use to send the letters out. It is the property owner's responsibility from that point forward. Mrs. Fowler has record of receipt that the certified letter was delivered.

Mayor Posey questioned Mr. Waldrup asking if the situation with his property has not been going on for as long as what has been stated? Most of these properties are not because we are going around looking for them, but the people who live in the neighborhood are coming to us about them. How much time are you requesting to make the needed repairs to your house? Mr. Waldrup stated he could have the house up to standards in the next 3 months.

Mrs. Fowler then stated we have pictures of the house and a report filed recommending it be condemned or demolished. Mr. Waldrup would have to present to us a report of the expected time frame with full details of electrical, plumbing, A/C to get it back to code. The condition the house is in right now is going to take much longer to do and that is why it is on the condemnation list. If Mr. Waldrup is going to make repairs to the house, he is required to give the Council a time frame of not an expected start date, but a date which the work will be completed or we will never move forward cleaning up any property, not just yours.

Ms. Morrow directed to Mr. Waldrup was it possible for him to get a report of what he plans to do to Mrs. Fowler for her records and complete the repairs within 60 days. Mr. Waldrup stated yes.

Mrs. Fowler stated the ordinance tonight is for introduction and it will layover for 30 days. After that the Council orders the property to be demolished and there is 30 days from that point for a total of 60 days. She then stated, the greater concern is the intent. Is there intent to go in, remove everything from the house, and then rehabilitate it up to standards? Mrs. Fowler stated the City Ordinance states that the owner is required to come to City Council with a proposal of repairs and a time frame. Therefore, when he comes back in 30 days the record will reflect what he intends to do and when it will be completed. Ms. Morrow stated she is in support of giving him the 60 days to make repairs, but he needs to get his plan together.

Mr. Waldrup's concern now lies with the expensive bill that will be associated with the clean-up of his property that he does not think he should have to pay. He stated he did not receive notice that the property would be cleaned up.

Mayor Posey stated he stands behind the Planning and Zoning Department and Mrs. Fowler. I hate this has happened, but this is part of community revitalization and your neighbors are who pushed for this. Once brought to our attention and we find it is in violation of the ordinance we have to pursue it. He then stated, I apologize this has happened, but you have to have a plan of action pretty quickly at this point.

Mrs. Fowler stated a proposal cannot be submitted until we have a chance to evaluate the house and see what needs to be done to meet building code requirements. Ms. Morrow then suggested Mr. Waldrup get with Mrs. Fowler to discuss what is required of him. Ms. Morrow hates that he has lost money, but feels at this point saving his property is more important than the dollar lost. Mrs. Fowler recommended when Mr. Waldrup comes back in 30 days he will have met with the building inspector to define what needs to be done. What Mr. Waldrup puts in writing will be put in the records at the next City Council Meeting and from there he will have 30 days to do the work.

Mr. Nielsen stated the Council needs to be consistent and support Planning and Zoning. He stated I had to deal with something similar to this a few months ago in my district. We are getting pressure from the homeowners in the neighborhoods to make sure these properties are kept up. It affects property value along with the problem of rats and snakes. Mr. Nielsen hopes he can keep his house, but this is why we send out letters and have discussion way before it hits the Council floor.

Mr. Waldrup thanked the Council for their time and consideration.

Mr. Leonard Holden addressed the Council in reference to the property at 1242 Holmes Street. He stated he got a letter stating the house is up for demolition. He is not the owner of the property due to purchasing the property through a tax sale. There is a 3 year time frame of which the original owner can come back to claim the property and he has only had the property for 1 year.

Mrs. Fowler stated this is the responsibility you take on when you buy property through a tax sale. You are saying you bought into this property and the assessor has you as being the owner because you are paying taxes on the property. We cannot wait 3 years for the property to be maintained based on the current condition of the house. At this point Mr. Holden will either have to be responsible for fixing the house or relinquish himself of the ownership of the house.

Mrs. Leon then addressed the Council in reference to the property at 602 Rowena Street. She stated this was her first notice she had received from the Planning Department. Mrs. Leon's grandson then approached the podium and agrees the house does need to be torn down. He asked what needed to be done to start the process and is this something the prisoners can assist them with?

Ms. Morrow then stated she had recommended someone to Mrs. Leon who could help her get the house torn down, but she is going to need the 60 days. Mrs. Fowler then stated a demolition permit must be filled out. You can contact the detention center for assistance, but that is strictly up to you. When you pull a permit to have a house torn down you will be responsible for all the clean up that goes along with it and I can give you the fees involved with this. Mrs. Leon expressed she cannot afford to have the house torn down within 60 days due to being on a fixed income. Mrs. Fowler offered to give Mrs. Leon a list of outside contractors who can tear the house down in as little as one day and may not incur the cost as if she had the City do it.

Attorney Corkern stated Mrs. Leon will need to go to Mrs. Fowler's office where she will help in terms of the permits needed or provide a list of contractors. If Mrs. Leon does not hire a contractor the City will eventually tear it down and send a bill for the services provided.

Mrs. Fowler then stated she received an e-mail from the owner of 425 Julia Street in which she expressed her desire to tear down the structure. Mrs. Fowler has given the owner a list of contractors that can help her, but if she does not hear from her the City will proceed with the condemnation. She then stated the Ocie Johnson property is located across the street from Paul Waldrup's property. Mrs. Fowler stated, Mr. Johnson faxed a note saying he boarded up the house and would take care of it, but unfortunately he is too late when it is beyond repair. She told Mr. Johnson she would present this to the council, but he would have to appear on his own accord and define what he would like to do with the house. If he does not come to the next City Council we will have to move forward with the condemnation.

The following Ordinance was Introduced by Mr. Nielsen at the Natchitoches City Council meeting held on June 10, 2013 as follows:

**ORDINANCE NO. 027 OF 2013**

**ORDINANCE AUTHORIZING THE MAYOR OF  
THE CITY OF NATCHITOCHES TO AWARD THE BID  
FOR THE WATER SYSTEM IMPROVEMENTS GRAND ECORE ROAD  
ELEVATED TANK REPAINTING**

**(BID NO. 0537)**

**WHEREAS**, Resolution No. 021 of 2013 was passed by the Natchitoches City Council on April 22, 2013 authorizing the Mayor to advertise for bids for the Grand Ecore Road Elevated Tank Repainting project (Bid No. 0537)

**WHEREAS**, this bid was advertised in the *Natchitoches Times* on April 25, May 2 and May 16, 2013 in accordance with law; and

**WHEREAS**, one bid proposal was received and opened on June 5, 2013 as follows:

- 1) Diamond Enterprises Inc.,  
Gloster, Mississippi..... \$226,500.00

**WHEREAS**, on June 5, 2013 the appointed committee of Shawna Straub, Asst. Director of Finance; Edd Lee, Director of Purchasing; David Stamey, Councilman; Bryan Wimberly, Director of Utilities; reviewed the bid proposals for the Water System Improvements Grand Ecore Road Elevated Tank Repainting (Bid No. 0537).

**WHEREAS**, the above appointed committee members unanimously recommend the City award the bid to the lowest and only bidder, **Diamond Enterprises Inc.**, of Gloster, MS in the amount of **\$226,500.00**.

**NOW, THEREFORE, BE IT RESOLVED** that the Honorable Lee Posey, Mayor, is hereby authorized, empowered and directed to sign any and all documents necessary for acceptance of this bid.



**CITY OF NATCHITOCHES**  
**PURCHASING DEPARTMENT**

**June 5, 2013**

**Mayor Lee Posey**  
**City Hall**  
**Natchitoches, LA 71457**

**Dear Mayor Posey,**

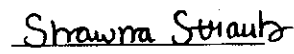
**The appointed committee of Shawna Straub, Edd Lee, David Stamey and Bryan Wimberly, have reviewed the engineer's recommendation submitted by Mr. Norman Nassif, Professional Engineer, with Nassif Engineering, Natchitoches, LA, on Bid # 0537, for Water System Improvement, Grand Ecore Road Elevated Tank Repainting.**

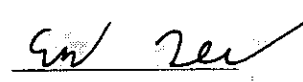
**The committee was unanimous in its decision to award the bid to the lowest and only bidder, Diamond Enterprise, Inc., Gloster, Mississippi in the amount of \$226,500.00.**

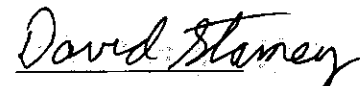
**All bids are kept at the City Purchasing Department, 1400 Sabine Street, Natchitoches, LA 71457. Anyone desiring to view the bids may do so at that location.**

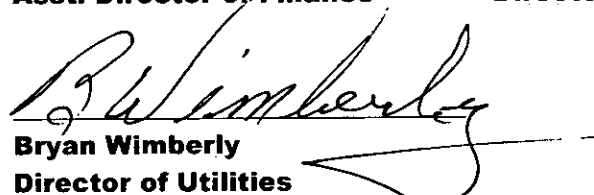
**We request ratification of this award at the City Council meeting on June 10, 2013.**

**Sincerely,**

  
**Shawna Straub**  
**Asst. Director of Finance**

  
**Edd Lee**  
**Director of Purchasing**

  
**David Stamey**  
**Councilman Dist. # 1**

  
**Bryan Wimberly**  
**Director of Utilities**



professional engineering and architectural services

June 4, 2013

City of Natchitoches  
P.O. Box 37  
Natchitoches, Louisiana 71458-0037

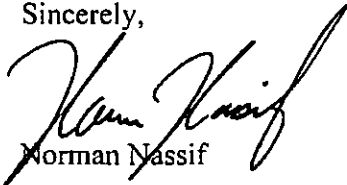
Attention: Mr. Bryan Wimberly, Utility Director  
Mr. Edd Lee, Purchasing Director

Re: Water System Improvements  
Grand Ecore 300,000 Gallon  
Elevated Water Tank Repainting  
Reference No.: 13-103-B

Dear Bryan & Edd,

The Bids received for the above referenced project have been reviewed and checked for accuracy. A tabulation of the Bids is attached. Accordingly, we recommend that the construction contract be awarded to the low Bidder, Diamond Enterprise, Inc. in the amount of \$ 226,500.00.

Sincerely,



Norman Nassif

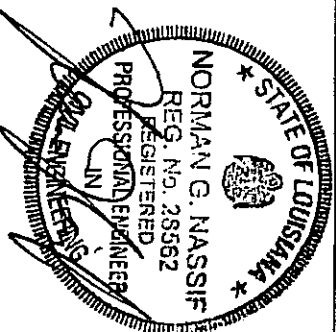
NN/nn  
Enclosure

# City of Natchitoches

## Water System Improvements Grand Ecore 300,000 Gallon Elevated Water Tank Repainting

Tabulation of Bids Received on  
Thursday, May 30, 2013 at 4:00 pm

Name of Bidders				Diamond Enterprise, Inc.							
Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Total Base Bid: Repainting Grande Ecore 300,000 Gallon Elevated Water Tank (Strouling, Blast Cleaning, Prepping Surfaces, Surface Repairs, Painting, Sealing, etc. Complete)	1	L.S.	\$ 226,500.00	\$ 226,500.00						
2	Welded Steel Pit Repairs (In the event that actual quantity of welded steel pit repairs is more than estimated amount included in the unit bid price for each tank, the following unit price shall be applied to adjust the contract amount) (Measure amount for each repair shall be made on the basis of no less than one (1) square inch per repair)	---	Square Foot	\$ 65.00	---						
3	Epoxy Filled Pit Repairs (In the event that actual quantity of epoxy filled pit repairs is more than estimated amount included in the unit bid price for each tank, the following unit price shall be applied to adjust the contract amount) (Measure amount for each repair shall be made on the basis of no less than one (1) square foot per repair)	---	Square Foot	\$ 10.00	---						
Total Base Bid				\$ 226,500.00		\$ -		\$ -		\$ -	



The following Ordinance was Introduced by Mr. Payne at the Natchitoches City Council meeting held on June 10, 2013 as follows:

**ORDINANCE NO. 028 OF 2013**

**AN ORDINANCE AMENDING ORDINANCE NO. 64 OF 2001 BY CHANGING ZONING CLASSIFICATION OF PROPERTY DESCRIBED AS FOLLOWS:**

**LOT WEST SIDE WILLIAMS AVE., HAVING FRONT OF 218.39 FEET, BOUND NORTH BY CITY PROPERTY & SOUTH BY DOWDEN FROM R-1 TO R-1 SPECIAL EXCEPTION TO OPERATE A BED & BREAKFAST.**

**(630 WILLIAMS AVE.)**

**WHEREAS**, the Planning Commission of the City of Natchitoches, State of Louisiana, has recommended at their meeting of June 4, 2013 that the request of Dr. David A. & Maria Lee to rezone the property described above from **R-1** to **R-1**, Special Exception to operate a Bed & Breakfast be **APPROVED**.

The following Resolution was introduced by Mr. Stamey and Seconded by Nielsen as follows, to -wit:

**RESOLUTION NO. 026 OF 2013**

**A RESOLUTION FIXING THE TIME, DAY, DATE AND PLACE  
OF REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY  
OF NATCHITOCHES FOR THE NEXT TWELVE MONTHS**

**BE IT RESOLVED**, by the City Council of the City of Natchitoches, in regular session convened, that in accordance with Section 2.09 of the Home Rule Charter of the City of Natchitoches, that the City Council of the City of Natchitoches will meet in regular session at 5:30 P.M. on the second and fourth Mondays of each month for the next twelve (12) months

**BE IT FURTHER RESOLVED**, that the place of meeting shall be the Natchitoches Arts Center, 716 Second Street, City of Natchitoches, unless provided otherwise by the Mayor upon public notice.

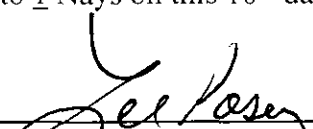
**BE IT FURTHER RESOLVED** that special meetings may be held in accordance with the provisions of Section 2.09 of the Home Rule Charter and further providing that notice of the special meeting to be posted at the principal office of the City no less than twenty-four (24) hours in advance of said meeting.

**BE IT FURTHER RESOLVED** that, at the discretion of the Mayor and Councilmen, an informal meeting may be called to begin at 5:00 p.m. preceding the regularly scheduled City Council meeting to discuss any business deemed prudent and necessary.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey</b>
<b>NAYS:</b>	<b>Morrow</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 4  
Ayes to 1 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**



Ms. Morrow stated on behalf of the citizens some would like to see the meeting time changed from 5:00 p.m. to 5:30 p.m. The current time is too early to have a pre-meeting since people are just getting off work or are still working.

The following Resolution was introduced by Ms. Morrow and Seconded by Mr. Stamey as follows, to –wit:

**RESOLUTION NO. 027 OF 2013**

**A RESOLUTION ESTABLISHING MEETING TIMES AND PLACES OF:  
NATCHITOCHES PLANNING COMMISSION  
HISTORIC DISTRICT COMMISSION  
AIRPORT ADVISORY COMMISSION  
WATERWORKS DISTRICT NO. 1**

**WHEREAS**, State law requires that notice of meetings of governing bodies and agencies thereof must be published in accordance with the provisions of Louisiana R.S. 42:7.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Natchitoches that the Planning Commission of the City of Natchitoches shall meet in regular session at 5:30 P.M. on the first Tuesday of each month at the Natchitoches Arts Center, 716 Second Street, Natchitoches, Louisiana.

**BE IT FURTHER RESOLVED** that the Historic District Commission for the City of Natchitoches shall meet at 5:00 P.M. on the first Monday of each month at the Natchitoches Arts Center, 716 Second Street, Natchitoches, Louisiana.


**BE IT FURTHER RESOLVED** that the Airport Advisory Commission will meet 5:00 P.M. on the third Monday of each month, except December, at the Natchitoches Regional Airport Terminal located at 450 Wallenberg Drive, Natchitoches, Louisiana.

**BE IT FURTHER RESOLVED** that the Waterworks District No. 1 shall meet at 5:30 P.M. on the fourth Monday of each month at the Waterworks District Office, Sibley Lake.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**

The following Resolution was introduced by Mr. Nielsen and Seconded by Mr. Payne as follows, to –wit:

**RESOLUTION NO. 028 OF 2013**

**A RESOLUTION APPOINTING STACY McQUEARY  
AS CLERK OF THE COUNCIL  
FOR THE CITY OF NATCHITOCHES**

**BE IT RESOLVED** that the City Council does hereby take cognizance of the recommendation of Mayor Lee Posey that Stacy McQueary be appointed as Clerk of the Council for the City of Natchitoches, in accordance with Section 2.08 of the Home Rule Charter, and

**IT IS FURTHER RESOLVED** that the City Council hereby confirms the said appointment.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5

Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
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**LEE POSEY, MAYOR**

The following Resolution was introduced by Mr. Payne and Seconded by Nielsen as follows, to –wit:

**RESOLUTION NO. 029 OF 2013**

**A RESOLUTION APPOINTING THE AUDITOR  
FOR THE CITY OF NATCHITOCHES**

**BE IT RESOLVED** that the City Council does hereby take cognizance of the recommendation of Mayor Lee Posey that the firm of Johnson, Thomas and Cunningham be appointed as City Auditor for the City of Natchitoches for the period of May 31, 2013 through May 31, 2014; and

**BE IT FURTHER RESOLVED** that the City Council hereby confirms the said appointment.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
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**LEE POSEY, MAYOR**

The following Resolution was introduced by Mr. Nielsen and Seconded by Mr. Payne as follows, to –wit:

**RESOLUTION NO. 030 OF 2013**

**A RESOLUTION APPOINTING THE FISCAL AGENT  
FOR THE CITY OF NATCHITOCHES**

**BE IT RESOLVED** that Ordinance No. 53 of 2008 of the Natchitoches City Council awarded Midsouth Bank the contract for Fiscal Agent for the City of Natchitoches; and


**BE IT FURTHER RESOLVED** that the Council does hereby take cognizance of the recommendation of Mayor Lee Posey that Midsouth Bank, Natchitoches, LA, be appointed as Fiscal Agent for the City of Natchitoches for the term June 1, 2013 through October 31, 2013; and

**IT IS FURTHER RESOLVED** that the City Council hereby confirms the said appointment.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
LEE POSEY, MAYOR

The following Resolution was introduced by Mr. Stamey and Seconded by Mr. Nielsen as follows, to –wit:

**RESOLUTION NO. 031 OF 2013**

**A RESOLUTION DESIGNATING *THE NATCHITOCHES TIMES*  
AS THE OFFICIAL LEGAL JOURNAL FOR THE CITY OF  
NATCHITOCHES FOR THE NEXT TWELVE MONTHS**


**BE IT RESOLVED** by the City Council of the City of Natchitoches in regular session convened that *The Natchitoches Times* is hereby designated as the official legal journal for the City of Natchitoches for the next twelve months.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Morrow</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5

Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
LEE POSEY, MAYOR

Ms. Morrow stated she has some concern on how some of the articles are written in the newspaper to favor one section of the City which she feels is unfair. She feels the writings should reflect fairness of the Council as well as the Mayor. She then stated, we live in a democratic society and things should be done in the proper manner.

The following Resolution was introduced by Ms. Morrow and Seconded by Mr. Stamey as follows, to -wit:

**RESOLUTION NO. 032 OF 2013**

**A RESOLUTION APPOINTING MEMBERS TO THE CITY  
PLANNING COMMISSION FOR THE CITY OF NATCHITOCHES**

**WHEREAS**, the Mayor of the City of Natchitoches has submitted the following names for appointment to the Natchitoches City Planning Commission to-wit:

1. **Charles Whitehead, III**
2. **Bobby Claiborne**
3. **Eric Davis**
4. **Thomas Burns**
5. **Betsy Widhalm**
6. **Rickey McCalister**
7. **Jamie Flanagan**
8. **John Bonnette**

**WHEREAS FURTHER**, Section 24-17 of the Natchitoches Code of Ordinances provides that the members of the Commission shall serve at the pleasure of the Mayor, with consent of the Natchitoches City Council.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Natchitoches that they hereby acknowledge the appointment of the above individuals to the City Planning Commission and hereby approve and consent to same.

**BE IT FURTHER RESOLVED** that the Commission shall have such powers and duties as are provided in R. S. 33:101, et seq.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5  
Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**



The following Resolution was introduced by Mr. Payne and Seconded by Nielsen as follows, to -wit:

**RESOLUTION NO. 033 OF 2013**

**A RESOLUTION APPOINTING MEMBERS TO THE  
NATCHITOCHES HISTORIC DISTRICT COMMISSION  
FOR THE CITY OF NATCHITOCHES**

**WHEREAS**, the Mayor of the City of Natchitoches has submitted the following names for appointment to the Natchitoches Historic District Commission as follows, to-wit:

1. **Jared Dunahoe**
2. **Dr. Virginia Crossno**
3. **Mrs. Sharon Gahagan**
4. **Dr. Steve Horton**
5. **Mrs. Theresa Vallien**
6. **Mrs. Melissa Robinson**
7. **Mrs. Marion Salter**

**WHEREAS FURTHER**, Ordinance No. 31 of 1986 of the Natchitoches Code of Ordinances provides that the members of the Commission shall serve at the pleasure of the Mayor with consent of the Council

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Natchitoches that they hereby acknowledge the appointment of the above individuals to the Natchitoches Historic District Commission and hereby approve and consent to same.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5  
Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**

The following Resolution was introduced by Mr. Nielsen and Seconded by Mr. Payne as follows, to -wit:

**RESOLUTION NO. 034 OF 2013**

**RESOLUTION TO ADOPT THE LOUISIANA COMMUNITY  
DEVELOPMENT BLOCK GRANT (LCDBG) PROCUREMENT POLICY FOR  
THE FY 2014-2015**

**WHEREAS**, the procedures outlined in the Procurement Policy serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program; and

**WHEREAS**, these guidelines meet the standards established in 24 CFR 85.36 and statements.

**NOW, THEREFORE, BE IT RESOLVED** that a Procurement Policy (attached) be adopted for the FY 2014 - FY 2015 Louisiana Community Development Block Grant (LCDBG) program.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5  
Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**

## PROCUREMENT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in 24 CFR 85.36 and state requirements.

### CODE OF CONDUCT

No employee, officer, or agent of the City of Natchitoches shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the City of Natchitoches shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the City Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

### PROCUREMENT PROCEDURES

The director or supervisor of each department or agency of the City of Natchitoches is responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The City of Natchitoches shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The City of Natchitoches shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The City of Natchitoches shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

### SELECTION PROCEDURES

ALL procurement carried out with LCDBG funds, where the City of Natchitoches is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The City of Natchitoches shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the City of Natchitoches encourage or participate in noncompetitive practices among firms. The City of Natchitoches is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The City of Natchitoches will not require unnecessary experience or bonding requirements.

Pursuant to State law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

### METHODS OF PROCUREMENT

Direct procurement by the City of Natchitoches shall be made by using one of the following methods depending on the type of service to be procured.

Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$30,000, and for construction with a cost of less than \$100,000, except where further limited by State law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing not more than \$100,000. The only exception to professional service is for

architectural/engineering services that must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising. Under this procedure bids are publicly advertised in accordance with the State's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids.

Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

1. The advertisement for bids shall be publicly advertised in accord with State law.
2. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
3. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
4. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. *Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.*
5. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

Competitive Negotiation: Requests for Proposals/Qualification Statements. This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation:

1. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the State's LCDBG Program. All submittals will be honored and entered into the competition.
2. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system which will be used to rate the proposals/qualification statements.
3. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
4. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the City of Natchitoches with consideration for price, qualifications, and other factors set by the local governing body. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
5. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible. Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the State's Office of Community Development. In order to qualify for this type of procurement, one of the following circumstances must apply:

1. The item or service is available only from a single source.
2. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
3. After solicitation of a number of sources, competition is determined to be inadequate.

## CONTRACT PRICING

Cost plus percentage of cost and percentage of construction cost methods of contracting MUST NOT be used. The City of Natchitoches shall perform cost or pricing analysis in connection with EVERY procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract MUST clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit which may not be increased unless there is a contract amendment which increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract MUST establish a guaranteed price which may not increase unless there is a contract amendment that increases the scope of work.

A per diem contract expected to exceed \$10,000 will not be considered unless the City of Natchitoches has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price which may not be exceeded without formally amending the contract.

The City of Natchitoches may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

## PROCUREMENT RECORDS

The City of Natchitoches shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions:

1. Contracts other than small purchase shall contain provisions which allow for administrative, contractual, or legal remedies if contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 shall provide for termination for cause and for convenience by the City including the manner in which it will be done and the basis for settlement.

3. All construction contracts and subcontracts in excess of \$10,000 shall include provisions which require compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).
4. All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).
5. All contracts or subcontracts in excess of \$2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).
6. All construction or repair contracts or subcontracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment or mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).
7. Each contract shall include a notice of State requirements and regulations pertaining to reporting and patent rights under any contract involving respect to any discovery or invention which arises or is developed in the course of or under such contract, and of the State requirements pertaining to copyrights and rights in data.
8. All negotiated contracts shall include a provision that makes it possible for the State, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm which are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of four years after the City of Natchitoches formally closes out each LCDBG program.
9. All contracts, subcontracts, and subgrants in amounts in excess of \$100,000 shall contain a provision which requires compliance with the requirements of Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR Part 15).
10. Contracts shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).



11. The City of Natchitoches will be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the State.
12. Retention of all required records for three years after the State closes its grant with HUD.
13. Section 3 of the Housing and Community Development Act of 1968, as amended – the provision of training, employment and business opportunities clauses.
14. Pursuant to LRS 38:2227, effective 7/2/10, public entities are required to obtain an attestation regarding past criminal convictions, if any, from each bidding entity responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all bid documents and contracts for public works.
15. Pursuant to LRS 38:2196.1, effective 7/1/10, any person or other entity that enters into any contract awarded without bidding with a state or local entity, or any contract with a local entity exceeding \$10,000 awarded with bidding, in which a commission, fee, or other consideration is paid to the contractor for the contractor to sell to or provide to the state or local entity any commodity, goods, brokerage service or other service of any kind, insurance, or anything of value, then the full disposition, splitting, or sharing of such commission, fee, or other consideration shall be disclosed to the state or local entity by the contractor in writing by an Affidavit of Notice of Fee Disposition. The Affidavit of Notice of Fee Disposition form must be included in all contracts.

#### CONTRACT ADMINISTRATION

The City of Natchitoches shall maintain contract administration systems which insure that contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/firms will be a factor in subsequent contract negotiations and award. Remedial action by the City of Natchitoches through legal processes shall be considered in instances of identified significant nonperformance.

The following Resolution was introduced by Mr. Mims and Seconded by Mr. Payne as follows, to –wit:

**RESOLUTION NO. 035 OF 2013**

**RESOLUTION AUTHORIZING MAYOR LEE POSEY  
TO ADOPT A CITIZEN PARTICIPATION PLAN/CITIZEN COMPLAINT  
PROCEDURE AND APPOINT A CITIZEN COMPLAINT OFFICER FOR  
COMPLIANCE WITH THE LCDBG PROGRAM**

**WHEREAS**, the City of Natchitoches is desirous of submitting an application to the State of Louisiana, Division of Administration, for funding under the FY 2014/2015 LCDBG Program; and

**WHEREAS**, in connection with the LCDBG Program, a Citizen Participation Plan/Citizen Complaint Procedure shall be adopted and Stacy M. McQueary be appointed as Citizen Complaint Officer for compliance with the LCDBG Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Citizen Participation Plan/Citizen Complaint Procedure be adopted and Stacy M. McQueary be appointed as Citizen Complaint Officer.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**

## CITIZEN PARTICIPATION PLAN

The City of Natchitoches has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The City of Natchitoches is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the City of Natchitoches shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs, the review of proposed activities, and review of program performance. These hearings will be held after adequate notice of a minimum of five (5) calendar days at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and

- 6) Provide for a formal written procedure, which will accommodate a timely written response, within fifteen (15) days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the City of Natchitoches.

### PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the City of Natchitoches a minimum of five (5) calendar days prior to the hearing. In addition, notices will also be posted at the office of the governing body and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodation for individuals with *handicaps and non-English speaking persons*. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

#### I. APPLICATION:

##### First Notice/Public Hearing

- 1) The public hearing to address LCDBG application submittal will be held approximately sixty (60) calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:
  - a) The amount of funds available for proposed community development;
  - b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will principally benefit persons of low and moderate income;
  - c) The plans of the City of Natchitoches for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the City of Natchitoches to persons actually displaced as a result of such activities; and
  - d) The City of Natchitoches's prior performance of LCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

City of Natchitoches  
Post Office Box 37  
Natchitoches, Louisiana 71457

Comments will be accepted within fifteen (15) days after the hearing.

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a three (3) day notice is received by the City of Natchitoches.

#### Second Notice

- 1) Seven (7) calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:
  - a) Proposed submittal date of the application;
  - b) Proposed objectives;
  - c) Proposed activities;
  - d) Location of proposed activities;
  - e) Dollar amount of proposed activities; and
  - f) Location and hours available for application review.

In addition, the notice shall state, all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

City of Natchitoches  
Post Office Box 37  
Natchitoches, Louisiana 71457

Negative comments received will be forwarded immediately to the State Division of Administration or the application will be withdrawn if necessary.

## II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall have the opportunity to comment on proposed amendments and/or submit alternative measures.

## III. GRANTEE PERFORMANCE

The City of Natchitoches will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately fifteen (15) calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the City of Natchitoches's LCDBG Program being closed out. The notice will also state that accommodations will be made for handicapped and non-English speaking persons provided a three (3) day notice is received by the City of Natchitoches.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend. The hearing will be held no sooner than five (5) calendar days from the publication date of said notice.

## CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Community Development Section  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- 1) The application description of needs and objectives is plainly inconsistent with available facts and data;
- 2) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and

- 3) The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above; the complainant must supply the data upon which he/she relied to support his/her objection.

### BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearing, the City of Natchitoches will provide an interpreter for dissemination of information to them providing the City of Natchitoches is given sufficient notification of three (3) days.

### TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the City of Natchitoches to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the City of Natchitoches with at least a one week notification.

The persons who conduct the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

### TIMELY ACCESS AND ADEQUATE INFORMATION

The City of Natchitoches shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the office of the governing body, Monday through Friday, 8:00 a.m. to 4:00 p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

## CITIZEN COMPLAINT PROCEDURE

### SECTION 1

It is the policy of the City of Natchitoches to review all complaints received by the City of Natchitoches.

### SECTION 2

The following procedures will be followed on all complaints received by the City of Natchitoches:

- 1) The complainant shall notify the designated Citizen Complaint Officer of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The designated Citizen Complaint Officer will notify the Chief Elected Official or designated representative of the complaint within five (5) working days.
- 3) The Chief Elected Official or designated representative will investigate the complaint and will report the findings to the designated Citizen Complaint Officer within five (5) working days.
- 4) The designated Citizen Complaint Officer will notify the complainant of the findings of the Chief Elected Official or designated representative in writing or by telephone within five (5) working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the designated Citizen Complaint Officer who will forward the complaint along with actions taken by the Chief Elected Official or designated representative to the appropriate council committee for their review. This will be accomplished within five (5) working days of receipt of the written complaint.
- 6) The reviewing council committee will have seven (7) working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Committee, he must notify the designated Citizen Complaint Officer in writing that he desires to be afforded a hearing by the City of Natchitoches. The complainant will be placed on the next regularly scheduled governing body meeting agenda. The designated Citizen Complaint Officer will notify the complainant in writing of the date of the hearing.



- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The City of Natchitoches, at the hearing, will review the complaint and forward within seven (7) days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered. If a decision is not reached at the hearing, the City of Natchitoches will inform complainant of an appropriate date to expect a response. Within seven (7) working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration  
Community Development Section  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

### SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity Violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice  
Public Protection Division  
Post Office Box 94005  
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within ten (10) days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone 1-800-273-5718 or 225-342-5521.

### SECTION 4

The designated Citizen Complaint Officer will maintain a file for the purpose of keeping reports of complaints.

### SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the City of Natchitoches, which are currently adopted, but is intended to serve as a guide for complaints.

## SECTION 6

This policy may be amended by a majority vote at any of the City of Natchitoches's regularly scheduled meetings.

## ADOPTION

This Citizen Participation Plan/Citizen Complaint Procedure is hereby adopted by the City of Natchitoches.

## CITIZEN COMPLAINT PROCEDURE

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## SECTION 6

This policy may be amended by a majority vote at any of the City of Natchitoches's regularly scheduled meetings.

## ADOPTION

This Citizen Participation Plan/Citizen Complaint Procedure is hereby adopted by the City of Natchitoches.

The following Resolution was introduced by Mr. Stamey and Seconded by Mr. Nielsen as follows, to –wit:

**RESOLUTION NO. 036 OF 2013**

**RESOLUTION AUTHORIZING MAYOR LEE POSEY TO PROCEED WITH THE DEVELOPMENT OF THE LCDBG APPLICATION TAKING INTO CONSIDERATION VIEWS AND PROPOSALS SUBMITTED BY CITIZENS THAT ATTENDED THE PUBLIC HEARING AS WELL AS THOSE THAT WERE UNABLE TO ATTEND AND VIEWS OF THE GOVERNING BODY**

**WHEREAS**, the City of Natchitoches is desirous of submitting an application to the State of Louisiana, Division of Administration, for funding under the FY 2014/2015 LCDBG Program; and

**WHEREAS**, the application will be submitted for one of the following activities:

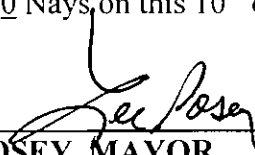
<u>Activity</u>	<u>Ceiling Amount</u>	<u>Deadline</u>
Sewer Treatment	\$ 1,000,000.00	November, 2013
New Sewer Collection	\$ 800,000.00	November, 2013
Existing Sewer Collection Rehab	\$ 800,000.00	November, 2013
Potable Water	\$ 800,000.00	November, 2013
Water for Fire Protection	\$ 500,000.00	November, 2013
Streets	\$ 600,000.00	November, 2013

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Natchitoches wishes to authorize Mayor Lee Posey to proceed with the development of the FY 2014/2015 LCDBG Program.

This Resolution was then presented for a vote, and the vote was recorded as follows:

**AYES:** Payne, Nielsen, Mims, Stamey, Morrow  
**NAYS:** None  
**ABSENT:** None  
**ABSTAIN:** None

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
LEE POSEY, MAYOR

Mr. Stamey stated if he understood correctly, for the next application there would be less than \$10 million statewide granted. We have done a great job getting grants in the past. If we are going to get any money this round we are going to have to work hard because this amount will not go far in the state of Louisiana.

Mayor Posey stated hopefully we can leverage a little of our money in the project, which puts us higher on the points system. It is important we utilize and put the money to work for the best of this community and get the maximum amount of money they will allow us to receive.

The following Resolution was introduced by Mr. Mims and Seconded by Mr. Payne as follows, to –wit:

**RESOLUTION NO. 037 OF 2013**

**RESOLUTION AUTHORIZING MAYOR LEE POSEY TO  
PROCEED WITH THE PROCUREMENT AND SELECTION OF  
PROFESSIONAL SERVICES FOR ASSISTING IN DEVELOPMENT OF  
THE LCDBG APPLICATION AND IMPLEMENTATION OF THE PROJECT**

**WHEREAS**, the City of Natchitoches is desirous of submitting an application to the State of Louisiana, Division of Administration, for funding under the FY 2014/2015 LCDBG Program; and

**WHEREAS**, it is a necessity to authorize the Chief Elected Official to proceed with the procurement and selection of professional services for the purpose of assisting in the development of the LCDBG application(s) and implementation of the project(s).

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Natchitoches wishes to authorize Mayor Lee Posey to proceed with the procurement and selection of professional services for the purpose of assisting in the development of the LCDBG application(s) and implementation of the project(s).

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5

Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**



The following Resolution was introduced by Ms. Morrow and Seconded by Mr. Nielsen as follows, to -wit:

**RESOLUTION NO. 038 OF 2013**

**A RESOLUTION APPOINTING ROGER WILLIAMS AS A MEMBER OF THE NATCHITOCHES FIRE AND POLICE CIVIL SERVICE BOARD**

**WHEREAS**, Dr. Randall Webb, President of Northwestern State University, has submitted a list of four nominees for the Fire and Police Civil Service Board; and

**WHEREAS**, The Natchitoches City Council wishes to appoint Roger Williams as the College List Board Member on the Fire and Police Civil Service Board; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Natchitoches does, in legal session convened, hereby appoint Roger Williams to fill the unexpired term of C.T. Luttrell as a member of the Natchitoches Municipal Fire and Police Civil Service Board for the City of Natchitoches. The term is to expire May 8, 2015.

This Resolution was then presented for a vote, and the vote was recorded as follows:

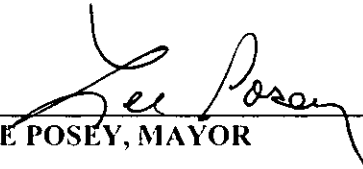
<b>AYES:</b>	<b>Payne, Nielsen, Mims, Stamey, Morrow</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Lee Posey declared the Resolution passed by a vote of 5 Ayes to 0 Nays on this 10<sup>th</sup> day of June, 2013.

  
\_\_\_\_\_  
**LEE POSEY, MAYOR**

Mayor Posey mentioned the storm last week came from out of nowhere and the sirens did not send out a warning. Mayor Posey thanked all the City of Natchitoches employees and others who were ready and prepared to help. The reaction was great and I appreciate everyone who helped during this time to remove all of the debris.

With no further discussion, the Mayor made a motion for adjournment and all were in favor. The meeting was adjourned at 6:45 p.m.

  
LEE POSEY, MAYOR

  
DON MIMS, MAYOR PRO TEMPORE